



General Position Information

Job Title: 17415 - IC-DoD Executive Officer - GS-15

Salary Range: \$96,970 - \$164,200 (not applicable for detailees)

Vacancy Open Period: 12/18/2018 - 12/17/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CMO/CMO

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or two grades lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or two grades lower than the advertised position grade may apply.)



Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

*****OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut off point, all compliant applicants received during the previous two-weeks will be reviewed for consideration.*****

Component Mission

National Security Partnerships synchronizes IC support and whole of government efforts with federal, state and local governments, the private sector and the Department of Defense, ensuring IC outreach is coordinated, timely and relevant. It also provides key leadership for activities in four domains that operate across national sectors – aviation, maritime, space and cyber -- bringing the IC's activities in these domains into alignment, and facilitating coordinated engagement internal to the ODNI, across the IC and with the rest of the federal government.

Major Duties and Responsibilities (MDRs)

- Oversee the daily operations of the organization and support senior leadership to ensure strategic alignment with the mission, goals, and objectives of the IC-DoD Coordination Component, National Security Partnerships Directorate and wider ODNI. Plan, coordinate, and organize all essential information and materials to assist Senior Executives in the execution of daily mission objectives. Represent the ADNI or D/ADNI as directed. Manage corporate communications ensuring workforce awareness of IC, ODNI, and organizational programs, initiatives, requirements, training, and other opportunities; facilitate two-way communications between workforce and leadership. Lead, plan, manage, and coordinate operational and administrative matters, maintain situational awareness of issues affecting IC-DoD equities and the status of multiple projects. Manage and coordinate tasking responses, work activities, assignments, and projects internal to the organization, ensuring the effective completion of initiatives and requirements. Provide leadership, oversight, and guidance in the preparation of briefings, reports, and presentations for ODNI leadership, senior policymakers, IC members and other intelligence consumers in a manner that meets their specified requirements. Oversee and manage organizational action processing, standard operating procedures and processes, file maintenance and record-keeping. Manage and coordinate tasking responses, work activities, assignments and projects internal to the organization, ensuring satisfactory completion of initiatives and organizational requirements. Establish and manage priorities and response; track progress against actions from internal and external sources. As required, plan, research, write, and edit talking points, correspondence, executive summaries, communications, presentations, and briefing materials; plan and develop activity reports and summaries and edit and rewrite as necessary. Liaise with NSP Chief of Staff on all resource related issues including; personnel, training, budget,



contracts information technology, facilities, equipment, and logistics. Contribute more broadly to NSP Directorate projects, as assigned. Work with NSP counterparts to identify cross cutting issues. Work collaboratively to achieve Directorate goals. Closely coordinate across the IC-DOD Component.

Mandatory and Educational Requirements

- Demonstrated ability to apply executive support concepts, principles, and practices while dealing with a variety of time-sensitive technical and administrative procedures. Exceptional organizational skills, including the ability to work independently and manage competing priorities and job requirements in a dynamic, fast-paced environment. Extensive knowledge of the ODNI structure, policies, and procedures as well as the IC structure and members' roles and capabilities. Strong understanding of the Department of Defense, the Combatant Commands and Service intelligence activities. Significant experience in a range of IC and DOD interdependencies, ranging from missions and operations to policy formulation and resource decision-making. Demonstrated strong customer service ethos and the ability to work with all staff levels both internal to ODNI and external. Excellent interpersonal and team building skills to foster a collaborative work environment and to coordinate, network, and build consensus. Ability to work effectively with ODNI leaders in a highly active, fast-paced, and demanding organization. Superior strategic and tactical planning, critical thinking, and analytical skills. Demonstrated ability to identify emerging trends and strategic issues. Expert negotiation and consensus-building skills and demonstrated ability to work effectively at a senior level, within an interagency environment, and on complex issues. Superior oral and written communication skills, including the ability to clearly convey complex information to audiences of all levels. Demonstrated resource management experience, including knowledge of the IPPBE process and budget cycle with respect to planning, oversight, and execution activities.

Desired Requirements

- Demonstrated knowledge and experience in strategic planning, resource planning, budget forecasting, and execution. COTR training or willing to take COTR training.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both longvj@dni.ic.gov (*Vincent L.*) and brookkl@dni.ic.gov (*Karren B.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

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All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.



Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. **IF YOU NEED A REASONABLE ACCOMMODATION** for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**